



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE@ FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

May 24, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-63

TO: All ISIS HR Paid Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for Fiscal Year 2001 ends June 24, 2001, with payroll direct deposits and checks for the June 29, 2001 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all Fiscal Year 2001 payroll transactions will be processed through ISIS HR for pay period ending June 24, 2001. Off-cycle processing for Fiscal Year 2001 must be processed through the system no later than Thursday, June 28, 2001. Any reversal processed after payroll lock out on June 25, 2001 and any off-cycle payments processed after the deadline of June 28, 2001 will be charged to Fiscal Year 2002 in AFS.

If you have any questions concerning the information above, please contact a member of the Benefits Administration Unit at (225):

Paula Rotolo	342-5357	Ralph Noland	342-5377
Penny Jones	342-5354	Christi Sanchez	342-5345

RSM:CAS:kmb